

## T – HEAD SWIM COACH

### JOB DESCRIPTION

**Division:** Parks & Recreation  
**Exempt/Non-exempt:** Non-exempt  
**Pay Grade:** NEG  
**Workers Comp Code:** 9102

**Position Number:** 1560  
**EEO Category:** 05  
**EEO Function:** 06  
**Effective Date:** 10/15/04

#### **SUMMARY**

Administer, supervise, promote and manage the City of Bryan Swim Team.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Conduct swim team practices in a safe, friendly, and competitive environment.  
Administer and conduct swimming meets.  
Promote swim team participation.  
Prevents accidents and eliminates or minimizes hazardous situations.  
Responds quickly to all emergency situations.  
Administers any emergency first aid needed by the victim of an accident.  
Observes and enforces all rules and regulations of the facility.  
Completes all required reports and records on schedule and submits them to the proper person or office.  
Attend training sessions and staff meetings as schedule.  
Performs related duties as required.  
Responds regularly and promptly to work.

#### **EDUCATION & EXPERIENCE**

High school diploma or GED.  
Must be at least 21 years of age and in good physical and mental condition.  
A minimum of 3 years experience coaching competitive swim team – Head Coaching preferred

#### **Preferred:**

Previous experience in some phase of competitive swimming.

#### **SKILLS & ABILITIES**

Excellent swimming skills, plus skill in rescue techniques and procedures, first aid application and resuscitation.  
Ability to perform work in a safe and efficient manner and be constantly alert and aware of the hazards involved and know and apply safety practices and principles in reporting and preventing accidents.

#### **SPECIAL REQUIREMENTS & LICENSES**

Safety Training for Swim Coaches certification.  
Texas Class C driver's license with good driving record as measured by the City's evaluation system.

#### **WORKING CONDITIONS AND PHYSICAL DEMANDS**

##### **Physical effort includes:**

Lifting 50 pounds from floor to waist, 40 pounds from waist to shoulder, 20 pounds overhead and carrying 50 pounds for 100 feet.  
Working in temperatures exceeding 100EF.  
Working in the presence of pollen and poisonous insects and plants.  
Working at heights up to 25 feet.  
Sitting, walking, standing and swimming.

#### **EQUIPMENT**

Whistle, VCR, TV, and swimming equipment.  
Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.